

## Simplified Employer Reporting of Claims

### **New Form 7 (employer claim reporting) now available**

WorkSafeBC has simplified claims reporting. A new Employer's Report of Injury or Occupational Disease (Form 7) can now be downloaded or obtained in the paper version.

### **Form 7A (First Aid Report) no longer required**

Information formerly requested on the First Aid Report (Form 7A) is now requested on the revised Form 7. Therefore you no longer need to submit a First Aid Report to WorkSafeBC. You must, however, retain first aid records onsite (in the First Aid Record Book).

The new Form 7 eliminates duplicate questions on Forms 7 and 7A; employers complete and submit only one form. Questions are clearer and grouped under headings.

The Form asks more detailed questions about the incident in order to avoid potential delays and the need for follow-up. There are also more questions that are intended to facilitate safe and prompt return to work.

### **The Form 7 can be completed online**

To file a Form 7 electronically (the preferred method for employers to report claims) go to **WorkSafeBC.com** and select **Report illness or injury** from the Home page.

To download a PDF version of the form, go to **WorkSafeBC.com**, click on the **Forms** tab at the top of your screen, then select **Employer's report of injury or occupational disease (Form 7)** from the list.

If you do not have Internet access and would like to order paper forms, call WorkSafeBC at 1 866 319-9704.

### **How to know if you are using a current Form 7**

The most current version has a revision date of **7(R01/08)** printed in the lower right corner of the page. If your form has an earlier revision date or no revision

date do not use this form. Instead, download the updated Form 7 from **WorkSafeBC.com** or order new paper forms by calling 1-866-319-9704.

**Who should I contact if I have questions about claim reporting or about my Form 7?**

If you have questions about reporting a claim you can contact the WorkSafeBC Claims Call Centre at (604) 231-8888 or toll free at 1-888-967-5377.